



Maricopa County
Ryan White Part A Program
Policy and Procedures

Food Bank/Home-delivered Meals

Effective Date: 03/01/2011
Revised Date: 03/01/2011
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PURPOSE:

To guide the administration of Ryan White Part A Program's Food Bank/Home-delivered Meals service category (a support service under the Act). The administration of funds must be consistent with Part A client eligibility criteria and the service category definitions established by the Ryan White Part A Program Planning Council.

The Ryan White HIV/AIDS Treatment Extension Act of 2009 defines support services as services needed by individuals with HIV/AIDS to achieve medical outcomes. Medical outcomes are defined as those outcomes affecting the HIV-related clinical status of an individual with HIV/AIDS.

POLICIES:

- The funds are not intended as unlimited food services and are to assist the dietary requirements to maintain adequate nutrition designated to assist with the client's HIV-related clinical status as it relates to daily living activities.
- All communications made on behalf of the client are to be documented in the client chart and must include a date, time, person(s) spoken with and a brief summary of what was communicated in adherence with client charting definition.
- All activities performed must be directly related to the HIV-related clinical status of an eligible client and documented appropriately in the client chart.
- Appropriate client authorized releases of information must be on file to allow for the proper inter-provider communications needed to increase the likelihood of desired health outcomes related to the HIV-related clinical status of an eligible client.
- All fee- for- service reimbursements made under this service are limited to the current Arizona Health Care Cost Containment System (AHCCCS) reimbursement rates, as applicable, or a reasonable rate approved by the Administrative Agency. Contractors with direct cost reimbursement contracts will be reimbursed for actual/allowable costs incurred during the contract period.
- Specific clinical outcomes (as defined by the Maricopa County Ryan White Part A Office) need to be measured and reported for this service.
- A food box contains 12 complete meals and each meal is to provide one-third ($\frac{1}{3}$) of the United States Department of Agriculture (USDA) Recommended Dietary Allowance (RDA) for one adult.



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- A maximum of two (2) food boxes per month per client is allowed.
- All direct service providers must meet the service category's Standards of Care as defined by the Ryan White Part A Planning Council.

DEFINITIONS:

Food Bank/Home-delivered Meals:

Include the provision of actual food or meals. It does not include finances to purchase food or meals. The provision of essential household supplies such as hygiene items and household cleaning supplies should be included in this item and Includes vouchers to purchase food.

Client Charting:

All paper chart documents must be original documentation and contain original dates and signatures of contract budgeted staff providing services i.e. assessments, treatment plans and progress notes. All Electronic Medical Records must include authenticated, dated electronic signatures. The AA will only review documentation that is authenticated original documentation, and will not accept copies of assessments, treatment plans and progress notes as acceptable documentation of services provided. Any records that do not include authenticated signatures of budgeted contract staff providing services will be considered unallowable units, and will not be reimbursed.

CLIENT ELIGIBILITY CRITERIA:

To be eligible for food services, a client must meet all of the standard eligibility criteria as defined in Section 3 Client Eligibility. For the Federal Poverty Limits for this service category, see Appendix – Menu of Services.

ELIGIBLE COSTS AND SERVICES:

Maricopa County Food Box:

- Provide eligible clients with nutritionally sound food boxes in Maricopa County.
- 1 unit = 1 food box*

Pinal County Food Box:

- Provide eligible clients with nutritionally sound food boxes in Pinal County.
- 1 unit = 1 food box*

Maricopa County Congregate Meal:



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- Provide eligible clients with nutritionally sound congregate meals in Maricopa County.

1 unit = 1 meal

Pinal County Congregate Meal:

- Provide eligible clients with nutritionally sound congregate meals in Pinal County.

1 unit = 1 meal